

Delaware State Parks Office of Business Services announces the opening of the following position in the Office of Volunteer and Community Involvement

Grant Writer

Opening Date: **January 20, 2015** Closing Date: **When filled**

Starting Salary: \$20.00 per hour

SUMMARY: This is a part-time position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, working out of the Dover Office. This is a 12 month casual/seasonal position working up to 29.5 hours per week. The incumbent is responsible for researching, developing, writing, and reporting on grants for education programming within Delaware State Parks. Additionally, this position performs administrative and support activities for the Grant office including, but not limited to, preparation of and reporting on cyclical grant applications, research, and reports. The incumbent reports to the Grants Administrator and Chief of Programming. The responsibilities for this position include:

ESSENTIAL FUNCTIONS:

- Research, develop, and compose grant applications and reports
- Collect and report grant data
- Maintain application and reporting schedules for all current and prospective grantors
- Work with programming staff to strategize and maximize potential for success with all grant requests, as well as to fulfill grant expectations
- Researching current and new prospects for general and project support
- Maintains and reports on hours of service and other records as required.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

- Appreciation and understanding of natural, cultural, historical resources/ parks and recreation.
- Ability to maintain and submit detailed reports and records.
- Ability to learn and apply program rules, regulations, policies and procedures.
- Independent and responsible.
- Able to lead and motivate others.
- Experience writing and receiving education grants in excess of \$5,000
- Experience in the field of education
- Proficient in MSOffice and Logic Models
- Attention to detail
- Willingness to work in a collaborative environment
- Pro-active work ethic
- Applicable degree and experience in the field are preferred

BENEFITS: This is a seasonal position with no benefits. Direct Deposit of paychecks will be required as a condition of employment for all employees. Non-standard benefits include on-going training opportunities, some travel and working outside.

APPLICATION PROCEDURES:

Please send resume, 2-3 references, grant writing sample and a completed state seasonal application to:

Karen Minner
Internship and Grant Administrator
Office of Volunteer and Community Involvement
Delaware State Parks
89 Kings Highway
Dover, DE 19901
FAX: 302-661-7209
Email: karen.minner@state.de.us

Note: Applications can be found at:

http://www.dnrec.delaware.gov/parks/Home/Documents/Application_Seasonal.pdf

*The State of Delaware is an Affirmative Action / Equal Opportunity Employer